



(OFFICE USE ONLY) HOLDS: NO ___ YES ___

Office of Student Accounts
2507 University Avenue
Des Moines, IA 50311-4505
Phone: (515) 271-2151
Fax: (515) 271-4004

As of June 1, 2001, Drake University will require payment for transcript service at the time a request is submitted. Payment can be made by credit card, check or cash. The charge is \$5.00 per document. The request should be submitted to Student Accounts via U.S. Mail, in person or by fax. Telephone requests will no longer be accepted.

Mail to: Transcripts; 2507 University Ave; Des Moines, IA 50311
In person: 102 Old Main, Drake University
Fax to: 515-271-4004

Faxed requests will only be accepted with appropriate credit card information.

TRANSCRIPT REQUEST FORM

(Processed in 3-5 working days)

NAME LAST FIRST MIDDLE

FORMER NAMES

DRAKE ID# OR SOCIAL SECURITY NUMBER DATE OF BIRTH

LAST ATTENDED GRAD DATE DAYTIME PHONE ()

CURRENT ADDRESS STREET ADDRESS

CITY STATE ZIP CODE

SEND ___ TRANSCRIPTS TO THE FOLLOWING ADDRESS: (INCLUDE PERSON AND / OR DEPARTMENT)

INSTITUTION OR COMPANY

PERSON AND / OR DEPARTMENT

STREET

CITY STATE ZIP CODE

PLEASE CHECK BELOW FOR ANY SPECIAL REQUEST / HANDLING

- PICK-UP AFTER 2:00 PM NEXT BUSINESS DAY (Available if submitted before Noon CDT/CST)
ATTACH ENCLOSURES
HOLD FOR CURRENT SEMESTER GRADES
HOLD UNTIL DEGREE IS RECORDED
UNIVERSITY SEAL ON OUTSIDE OF ENVELOPE
SEND OVERNIGHT EXPRESS (Additional fee - \$25) (Cannot be sent to a Post Office Box)
SEND OVERNIGHT EXPRESS SATURDAY SERVICE (Additional fee - \$37.50) (Cannot be sent to a Post Office Box)
FAX () (Additional fee - \$1)

DATE SIGNATURE

DRAKE ACCEPTS THE FOLLOWING CREDIT CARDS: DISCOVER, MASTER CARD AND VISA.

CREDIT CARD INFO CARDHOLDER NAME (AS IT APPEARS ON CARD)

CARD NUMBER EXPIRES MC / VISA / DISC TYPE OF CARD (circle one)